

How to Review and Update the School Code Master

School districts and intermediate school districts (ISDs) should update the on-line School Code Master (SCM) whenever school or facility information changes. As the official directory of schools and facility information, the SCM links the Michigan Education Information System (MEIS) data sets by the SCM (facility) number. Updates include changes in the name of a school, contact information (e.g., administrator, address, area code, e-mail), grade range adjustments, as well as requests for new school facility numbers and permanent closings of schools.

We have provided the capability inside this new version of the School Code Master for a school to post a temporary school closing due to weather or other incidents.

When SCM records are out of date, data submission will be more difficult. With accurate records, the management of data and its submission will go more smoothly.


Each school district and ISD should have at least one authorized user for the on-line SCM who can access the SCM regularly via the Internet to verify official information. To identify the currently authorized users for the on-line SCM for your district, send an e-mail request to Help-Desk@michigan.gov.

How to obtain a MEIS account for the SCM and all MEIS applications

You must have a MEIS account to submit data to the SCM. If you already have a MEIS account, you do not need to create another account. If you do not have an MEIS account, go to <http://www.michigan.gov/scm> and click on the "MEIS User Management" link. You will be instructed on how to create a new account. Be sure to write down your MEIS account number and password.

How to obtain a School Code Master Security Agreement

The Superintendent or Chief Information Officer must authorize individuals to access and make changes to the SCM or any other MEIS application.

1. Go to <http://www.michigan.gov/scm> and click on "School Code Master Security Agreement." Adobe Acrobat Reader must be installed on your machine. If you do not have Adobe Acrobat Reader, click on the  icon to take you to the Web site where you can download a copy. Once you have successfully downloaded Adobe Acrobat Reader, you will be able to open the School Code Master Security Agreement and any other document posted to the Web as a PDF (portable document format).
2. Print the School Code Master Security Agreement, read the instructions, and complete the agreement.
3. Fax the completed and signed security agreement, as directed on the bottom of the form, to 517-335-0488. Allow 3 to 4 business days for the paperwork to be processed. Your signed security agreement authorizes you to access and update the School Code Master, request a school code number, or request closure of a school code number. **The agreement must be signed by the person accessing the MEIS and by the Superintendent or Chief Information Officer.**

How to access your School Code Master records

1. Go to <http://www.michigan.gov/scm> and click on "School Code Master."
2. Log on to the School Code Master to verify, correct, or add information.
3. When you are finished reviewing or updating your records, be sure to log off the system.

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